



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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www.berlinmd.gov



Mayor

Wm. Gee Williams, III

Vice President

Elroy Brittingham, Sr.

Council Members

Dean Burrell, Sr.

Lisa Hall

Paula Lynch

Troy Purnell

BERLIN, MARYLAND

MAYOR AND COUNCIL MEETING

Town Attorney

David Gaskill

WEDNESDAY, JUNE 27, 2012

Town Administrator

Anthony J. Carson, Jr.

COUNCIL CHAMBERS – BERLIN TOWN HALL

10 WILLIAM STREET

BERLIN, MD 21811

EXECUTIVE SESSION.....NONE SCHEDULED

REGULAR SESSION7:00 PM

Anyone having questions about the meetings mentioned above or needing special accommodations should contact Tony Carson, Town Administrator at (410) 641-4144. Written materials in alternate formats for persons with disabilities are made available upon request.

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**BERLIN MAYOR AND COUNCIL
COUNCIL MEETING
AGENDA
Wednesday, June 27, 2012**

7:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers

1. Approval of the Minutes for:
 Regular Session of the Mayor and Council on June 11, 2012
2. Coastal Hospice at the Ocean Presentation – Alane Capen
3. Request for Payment Plan for EDU's at 119 North Main Street (Pacco's Tex Mex and Beyond) – Ernest Gerardi
4. Motion to Approve – Proposal for \$9,671.40 for warranty and licensing subscription renewals between Card's Computers and Town of Berlin
5. Departmental Reports
 - a. Finance – Lynn Musgrave
 - b. Deputy Town Administrator – Mary Bohlen
 - c. Public Works – Mike Gibbons
 - d. Water Resources – Jane Kreiter
 - e. Electric – Tim Lawrence
 - f. Police – Arnold Downing
 - g. Planning and Zoning - Chuck Ward
 - h. Human Resources – Jeff Fleetwood
 - i. Economic and Community Development – Michael Day
6. Town Administrator's Report
7. Comments from the Mayor
8. Comments from the Council
9. Comments from the Public
10. Comments from the Press
11. Adjournment

MAYOR AND COUNCIL OF BERLIN, MARYLAND
Regular Session Council Minutes
Monday, June 11, 2012

The meeting of the Mayor and Council for Monday, June 11, 2012 was called to order by Mayor Williams at approximately 7:00 p.m. Councilmembers Lynch, Hall, Purnell, Burrell and Brittingham were present, as well as Town Administrator Tony Carson, Town Attorney David Gaskill, Human Resources Director Jeff Fleetwood, Finance Director Lynn Musgrave, Economic and Community Development Director Michael Day, Electric Utility Director Tim Lawrence, Water Resources Director Jane Kreiter, Public Works Director Mike Gibbons, Police Chief Arnold Downing, Planning & Zoning Director Chuck Ward and Administrative Assistant Sharon Timmons. Deputy Town Administrator Mary Bohlen was absent.

Following the recitation of the Lord's Prayer and the Pledge of Allegiance, Mayor Williams asked for a motion to approve the Regular Session Minutes of May 29, 2012. Councilmember Lynch made a motion to approve the minutes as corrected and council voted to approve 5-0.

Lisa Long of Live Long Fitness appeared before the council requesting approval of two Special Events, those being the Autism Expect-A-Miracle 5K run to be held on Saturday, September 29, 2012 and the Reindeer 5K run to be held on December 15, 2012. Ms. Long described each event. Councilmember Brittingham made a motion to approve both events and council voted unanimously to approve 5-0.

Ms. LeShell Fooks appeared before the council requesting approval of 3 church services to be held at Henry Park. The dates for the services would be on the Tuesdays of June 19th, July 17th and August 21st from the hours of 6:00 p.m. to 8:30 p.m. Ms. Fooks also asked council to waive the fees associated with the rental of the park for those days. Discussion continued on the required deposits. Town Administrator Tony Carson suggested that Ms. Fooks be charged a one-time deposit of \$25. Councilmember Burrell made a motion to approve the church services for the days of June 19th, July 17th and August 21st provided that Ms. Fooks pay a \$25 deposit and clean up the park area after her events. Council voted unanimously to approve 5-0.

PFC Jessica Collins and S/O Jeannine Jerscheid of the Berlin Police Department along with Wendy Myers, Director of the Child Advocacy Center spoke of the campaign titled "Enough Abuse" which focuses on child sexual abuse awareness. Ms. Collins and Ms. Jerscheid summarized the curriculum surrounding the training they received and spoke of the support the town can give by helping to get the word out by speaking with neighbors, friends and family. Mayor Williams suggested that the group appear at town events to hand out materials.

Mayor Williams announced the Public Hearing for Ordinance 2012-07, an ordinance amending Chapter 102.18.6 "G" of the Berlin Town Code. The amendment clarifies that if the flows exceed the established EDU's, the owner will be assessed additional Special Connection Charges as appropriate at the rate originally paid by the owner. Mayor Williams opened the Public Hearing and asked for comments from anyone from the State or County. There being none, Mayor Williams asked for comments from anyone from the public. There being no comments, Mayor Williams closed the public hearing and asked for comments from the council. There being no comments from the council, Councilmember Purnell made a motion to approve Ordinance 2012-07 and council voted unanimously to approve 5-0.

Mayor Williams spoke on the Motion to approve the contract and Statement of Work with Card's Computers at a cost of \$1950 per month from July 1, 2012 to June 30, 2013. Councilmember Lynch inquired why the Police department was not included on the contract. Chief Downing stated that they pay time and materials for any work done. Councilmember Lynch suggested that research be done regarding what was paid out last year versus what a supplementary contract would cost. Mr. Carson stated he would research the costs and bring back to council. Councilmember Burrell made a motion to approve the renewal of the contract with Card's Contract at \$1950 per month and council voted unanimously to approve 5-0.

Town Administrator Tony Carson stated that the application for the proposed financial hardship exemption regarding Bay Restoration Fee was a requirement from the State and that the Town had followed the recommendations from MDE in creating the application and it had been approved by MDE. Mr. Carson stated that roughly 300 residents would be eligible for the exemption. Finance Director Lynn Musgrave stated that the application and instructions would be mailed out to each resident with the next utility billing. Councilmember Hall made a motion to approve the application and council voted unanimously to approve 5-0.

Departmental reports began with Public Works Director Mike Gibbons reporting that the herbicide treatments on the streets had been completed, the wood fibers at the play areas in the parks would be installed tomorrow and that he had just completed a 2 day class concerning roadside tree care. Councilmember Brittingham inquired about grass maintenance surrounding signage and hydrants on a resident's property.

Water Resources Director Jane Kreiter reported that the construction at the new spray site was progressing well and was hoping to be completed by December.

Electric Utility Director Tim Lawrence reported that all of the Victorian lights had been installed on Prospect Drive, repair of a faulted primary had been completed at Worcester Preparatory School and would need to be re-tested prior to connection to the grid, a capacitor bank had been relocated from Burley Street to the substation, net metering tests had been completed on the solar panels located at ACE Printing and a coax cable for the WIFI project had been run. The WIFI project is expected to be up and running by the end of the month.

Police Chief Arnold Downing reported a safe end of the school year and noted that summer school would be starting next week. He continued his report stating that he would be speaking with the businesses throughout town regarding tips on safety.

Planning & Zoning Director Chuck Ward reported that his department was being vigilant regarding code enforcement and reported on a successful Historic District training session on Saturday. Councilmember Lynch complimented Mr. Ward on the great job regarding the demolition of the building located across from Cheers. Councilmember Brittingham stated that he would advise Mr. Ward of a couple of properties that needed attention and then spoke about properties requiring the cutting of grass from the Town.

Human Resources Director Jeff Fleetwood reported that a new police officer had begun his employment today. He also reported that he would be attending a State Retirement seminar on June 22nd and that LGIT would be conducting harassment training for all Town employees on July 26th.

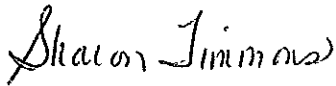
Economic and Community Development Director Michael Day reported a successful Bridal Stroll event last Friday and a busy Saturday for the businesses from the lacrosse tournament held in town. He then spoke of the upcoming meetings he would be attending. Mayor Williams thanked Mr. Day and the employees who will be volunteering for the ambassador program.

Town Administrator Tony Carson stated that the Town had added another volunteer to the Ambassador Program. He then acknowledged Planning and Zoning Director Chuck Ward on the excellent job regarding the property demolition across from Cheers. He then presented and requested approval of 5 purchase orders (201203109, 201203110, 201203161, 201203112 and 201203213). Councilmember Brittingham made a motion to approve all 5 purchase orders and council voted unanimously to approve 5-0.

Mayor Williams asked Public Works Director Mike Gibbons if he would be able to have recommendations and/or options regarding Buckingham Lane by the next meeting. Mr. Gibbons stated yes. Mayor Williams asked for comments and/or questions from the council. Councilmember Lynch thanked the Police department for the return of her purse from the last council meeting.

Mayor Williams asked for questions or comments from the public. Mr. Jerome Wharton inquired if a certain piece of property was for sale. Being no further questions or comments from the public or press, Councilmember Burrell made a motion to adjourn and the meeting ended at 8:12 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sharon Timmons".

Sharon Timmons
Administrative Assistant

TOWN ADMINISTRATOR'S REPORT

06-27-12

Purchase Orders

PO# 201203204 in the amount of \$7,900.00 to L/B Water Service for 4 inch fire system meter for 113 North Main Street. Will be reimbursed by property owner.

PO# 201203206 in the amount of \$4,440.00 to L/B Water Service for 30 new low lead meters. A credit of \$3,300.00 will be issued by L/B to the town for the return of those meters containing lead.

PO# 201203078 in the amount of \$1,299.20 to Worcester County for landfill charges for sludge.

PO# 201203292 in the amount of \$1,097.26 to Nock's Auto & Tire Collision for front tires for Public Works vehicle #33.

PO# 201203300 in the amount of \$1,201.00 to Mid-Atlantic Waste Systems for new container for restaurant at 119 North Main Street.

PO# 201203322 in the amount of \$5,640.00 to Alban Engine Power Systems for service agreement for 7 generators.

PO# 201203072 in the amount of \$2,958.58 to Hill's Electric Motor Service for repair to lift station at Broad Street.

PO# 201203346 in the amount of \$2,055.00 to Red the Uniform Tailor for 3 bullet proof vests for police department.

PO# 201203345 in the amount of \$1,840.50 to Red the Uniform Tailor for clothing purchase for police department.

Updates